



MINUTES
ASHRAE PROFESSIONAL DEVELOPMENT COMMITTEE
June 25, 2018

MEMBERS PRESENT

Kay Thrasher, Chair
Charlie Henck, VC/Planning
Fred Betz, VC/Operations
Lindsay King
Walter Law
Tyler Lewis
Frank Mills
Askash Patel
Rob Risley
Keith Reihl
Jeremy Smith
Jim Vallort
Billy Austin, BOD ExO
Edward Tsui, Coordinating Officer

STAFF PRESENT

Karen Murray, Staff Liaison
Mark Owen

VISITORS

Eric Yang
Don Brandt
Jesse Fisher
Julia Keen
Sarah Poursharafeddin

ACTION ITEMS

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
1	4	Staff Liaison	Send course proposal form to Mr. Henck and Mr. Mills.
2	4	PDC Liaisons	Note topics covered in each course they review and/or monitor, and provide to the Operations Subcommittee Chair.
3	4	PDC Members	Review the PDC Reference Manual on Basecamp and provide comments by November 1, 2018.

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|---|---|---------------|--|
| 4 | 5 | Staff Liaison | Follow up for proposal on new DDC Control Systems Installation Practices course |
| 5 | 5 | Staff Liaison | Follow up for proposal on new Project Management course. |
| 6 | 5 | Staff Liaison | Send the Career Enhancement Curriculum program to the Planning Subcommittee for review and recommendation. |

I. CALL TO ORDER

Ms. Thrasher called the meeting to order with introductions.

II. ASHRAE CODE OF ETHICS

Ms. Thrasher advised that the meeting would be held in strict compliance with the ASHRAE Code of Ethics.

III. REVIEW OF AGENDA

No changes noted.

IV. APPROVE MINUTES OF THE JUNE 12, 2018 CONFERENCE CALL

Mr. Henck moved and Mr. Law seconded approval of Minutes from the June 12, 2018 Conference Call without change. Motion passed unanimously (CNV). Minutes posted on PDC page, ASHRAE Website.

V. BOARD ExO REPORT

Mr. Austin thanked the committee members for their work. He emphasized that education is a vital part of ASHRAE, and PDC has a tremendous responsibility for the future growth of ASHRAE education.

VI. FINANCIAL REPORT

The committee received electronic copies of the May 2018 Financial Statements by Program. A brief discussion led to brainstorming ideas to improve ASHRAE educational offerings. The following comments were noted:

- ASHRAE offers many forms of education through potentially competing channels. A single platform for all education may be the solution.
- Goal is to position ourselves as the quality source of education – the premier provider.
- Promos – “Here’s a taste of what ASHRAE offers...”
- Concerns for external competition. Perceived competition against manufacturers.
- Future – free easy access to information online.
- Market will drive education.

VII. STAFF REPORT/UPDATE**A. 2018 Winter Conference**

2018 (Chicago) – 20 courses/842 registrants

2017(Vegas) – 20 courses – 1,172 registrants

- B. 2017-18 In-Company/Chapter Program**
In-Company – 34 courses/1,813 registrants
Chapter – 4 courses/330 registrants
- C. 2017 Online Course Series**
2017-18 – 22 Courses /417 registrants
2016-17 – 26/475 registrants
- D. 2017-18 Courses at Industry Events**
2017-18 – 4 courses/124 registrants (CMPX and FRIGAIR)
2016-17 – 3 courses/ 29 registrants
- E. 2017-18 HVAC Design Training**
2017-18
Level I: 14 courses/565 registrants
Level II: 14 courses/429 registrants
- 2016-17**
Level I: 15 courses/631 registrants
Level II: 12 courses/383 registrants
- G. Outstanding SDLS**
Load Calculations (Laura Southard/Jeff Spitler)
Revised due December 2018
- H. 2017-18 Global Training Center Courses**
8 courses to date:
- 3 HVAC Design Level I – 62 registrants
 - 1 In-Company – 22 registrants
 - 1 Industry Event – 45 registrants
 - 3 Center Trainings – 71 registrants

VIII. CHAIR'S REPORT

A. Complete 2017-18 MBOs

Ms. Thrasher led a review of the 2017-18 MBOs. Revisions are noted in [Appendix A](#). She also noted the newly released eLearning courses listed in [Appendix B](#).

Dr. Keen thanked the committee for their work, noting that training is a valuable member product. She shared an update of the proposal to reshape the current Publications and Education Council (PEC) structure, emphasizing the need for strategic thinking. She reported that the item would be further discussed at the PEC meeting on the following day.

IX. SUBCOMMITTEE REPORTS

A. Planning

Mr. Henck reviewed Planning Subcommittee work on assigned MBOs including:

- Development of a 5 year training plan and knowledge of the curriculum and core competencies needed for young engineers to set the training goal.
- Improved course marketing.

- Add course slides before sessions
- PAOE points for program promos
- Work in free copy of publications
- Develop an outline for 3 new courses

ACTION 1: Staff Liaison to send course proposal form to Mr. Henck and Mr. Mills.

B. Operations (Betz)

Mr. Betz reviewed Operations Subcommittee work on assigned MBOs including:

- Development of an Affinity Diagram to identify common topics between courses.
- Create guidelines for PDC liaisons to ensure a quality review of all courses.

ACTION 2: PDC Liaisons to make note of topics covered in each course they review and/or monitor.

X. AD HOC COMMITTEE REPORT (5-year Plan for Young Engineers)

XI. NEW COURSE PROPOSALS

A. 2019 Winter Conference Courses

Mr. Reihl moved and Mr. Vallort seconded approval of slated 2019 Winter Conference Courses. Motion passed. CNV.

B. Choose IECC 2018 or 90.1-2016 (6-hr) Wallace

Development of the 6-hour course, *Choosing the Right Energy Code for Your Project: IECC 2018 or ASHRAE 90.1-2016*, was unanimously approved.

C. Resilience (3-hr and 6-hr) Lawrence & Crawley

Postpone to email ballot.

Update – The 3-hour course was unanimously approved by email ballot.

D. Liaison report

Mr. Reihl reported to CTTC that course cost reductions would be considered on a case by case basis.

Ms. King recommend establishing a learning path young engineers can use to tell their bosses they need.

XII. OLD BUSINESS

A. PDC Reference Manual

Posted to Basecamp.

ACTION 3: PDC Members to review the PDC Reference Manual in Basecamp and provide comments by November 1, 2018.

B. Building EQ

Awaiting stats. PDC Action on hold until further direction.

C. Review of Open Action Items

Updates are included in [Appendix C](#).

XIII. NEW BUSINESS

A. Potential controls course on DDC Control Systems Installation Practices (Larry Fisher)

ACTION 4: Staff Liaison to follow up for proposal.

B. Potential “soft skills” course on Project Management (Howie McKew)

ACTION 5: Staff Liaison to follow up for proposal.

XIV. CAREER ENHANCEMENT CURRICULUM (ALI Certificate Program)

The committee discussed continuation of the Career Enhancement Curriculum, and agreed to further review.

ACTION 6: Staff Liaison to send the program to the Planning Subcommittee for review and recommendation.

XV. BRAINSTORMING

No additional discussion.

XVI. COMMITTEE MEMBER/OFFICER ROTATION

A. Recognition of Outgoing Members

Ms. Thrasher recognized the outgoing committee members and thanked them for their contributions to the PDC. She then turned the meeting over to the 2018-19 PDC Chair, Mr. Charlie Henck.

B. New Chair Welcome

Mr. Henck thanked Ms. Thrasher for her work with the PDC and welcomed the new PDC members in attendance. He announced the following committee assignments for the coming year:

PLANNING

Fred Betz, Chair
Tyler Lewis
Jim Vallort
Keith Reihl
Lindsay King

OPERATIONS

Jeremy Smith, Chair
Tim Dwyer
Walter Law
Aakash Patel
Jesse Fisher
Sarah Poursharafeddin

C. 2018-2019 MBO

Mr. Henck reviewed the proposed MBO for the coming year and requested any comments by August 1. [See Appendix D.](#)

XVII. NEXT MEETINGS

A. New Member Orientation

Late July/early August.

B. Fall 2018 Conference Call

XVIII. ADJOURN

The meeting was adjourned at 11:50am.

APPENDIX A - 2017-18 MBOs

Professional Development Committee

MBOs for Society Year 2017-18

Chair: Kay Thrasher Date: June 26, 2017

Objective	SP	Completed by	Fiscal Impact	Responsible Party	Comment/Status
1. Develop a 5-year plan on developing young engineer training products that can reach a wider audience than just our design class	1C	Jan 2018	None	Full Committee	In Progress. Assigned to ad hoc (King, Smith, Vallort).
2. Develop outlines for three (3) additional practical applications courses to 'fill the gaps' in our current offerings.	3D	Jan 2018	None	Planning Subcommittee	In progress.
3. Develop a standard guideline on the method to develop, translate and produce courses to an international market	4?	Jan 2018	None	Full Committee	In progress. Need an ASHRAE procedure to guide efforts.
4. Develop training for use in university curriculum. bEQ Task Force Prototype Develop second course	1C	Jan 2018	TBD	TBD Put on hold awaiting stats from Building EQ course. Consider partnering with UNEP for additional course.	On hold until further direction. Ad hoc led by Michael Brandemuehl developed the Building EQ prototype. Course outline sent to the PDC.
5. Establish guidelines for PDC liaisons		Jan 2018	None	Operations Subcommittee	Complete.
6. Every course reviewed by PDC Liaison prior to presentation– Quality check		Jan 2019	None	Operations Subcommittee	Complete. (Continuous.)
7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement		Jan 2018	TBD	Planning Subcommittee	In progress.
Additional Recommendations for Strategic Planning: None at this time					

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective

APPENDIX B – NEW eLEARNING

New/Under Development/Proposed/Pending

Recently Released/Under Development/Proposed Courses		
New/Recently Released		
Course Name/Title	Status	Completion Date
Refrigerant Literacy - UNEP	Launched	July 2017
Introduction to Refrigerants	Launched	October 2017
Refrigerant Selection	Launched	October 2017
Refrigerant Management	Launched	October 2017
Under Development		
Course Name/Title	Status	Completion Date
Sound Management of Refrigerants - UNEP	Production underway	September 2018
Designing Toward Net-Zero Energy Commercial Buildings	Content Design Underway	October 2018
Standard 90.1-2016: HVAC/Mechanical	Content Design Underway	Unknown
Advanced Energy Design Guide for K-12 School Buildings—Achieving Zero Energy – NREL	About to Start	Unknown
Pending Contracts / Proposed		
Course Name/Title	Status	Completion Date
Clean Air Infiltration	Proposed	Unknown
BIM Process, Practice and Workflow	Pending	Unknown
Building Energy Modeling (BEM)	Pending	Unknown
The Last Word on Energy Audits	Pending	Unknown
Thermal Comfort - Update	Pending	Unknown

APPENDIX C – OPEN ACTION ITEMS**PDC MEETING January 2018 (Chicago)**

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
1	4	PDC	Direct comments or suggestions for the new Strategic Plan to Mr. Austin. Continuous.
2	4	Operations	Develop an affinity diagram of related ALL courses. In progress.
3	4	Operations	Identify gaps in existing training and recommend new courses to meet current needs. In progress.
4	4	Staff Liaison	Establish a schedule of mailings to past course attendees to make them aware of similar courses that might expand their training. Complete. Will begin with August 2018 HVAC Design training.
5	5	Staff Liaison	Send new eLearning course information to the full committee upon release. Complete/Continuous. New releases will be posted on Basecamp.
6	6	Staff Liaison	Provide status of all active SDLs. Complete. Sent as attachment with this meeting agenda.
7	6	Mills	Submit a proposal to develop a presentation on Hot Climate Design. Complete.
8	6	Staff Liaison	Send new publication sales stats to the Planning Subcommittee. Complete. Will be added to basecamp prior to each conference meeting.
9	6	Staff Liaison	Prepare and submit request for changes to the PDC MOP. Complete. No changes required at this time.
10	6	Staff Liaison	Provide draft PDC Liaison Responsibilities to the Operations Subcommittee for review. Complete.
11	7	King, Smith, Vallort (ad hoc)	Establish recommended courses for YEA 5-year training plan. In progress. (AdHoc)
12	7	Staff Liaison	Reach out to Technology Department for guidance on course translations. MBO #3. See Action Item 1, June Meeting. Complete.
13	7	Staff Liaison	Distribute the draft Reference Manual to the committee for review. Complete. Added to Basecamp.

14	7	Reihl/ Staff Liaison	Respond to CTTC regarding request for reduced chapter course pricing. Complete.
15	8	Staff Liaison	Contact TC with recommendations for development of a new Lab Design course. Complete.

PDC MEETING June 27, 2016 (St. Louis)

<u>No.</u>	<u>Page</u>	<u>Responsible</u>	<u>Action</u>
6	6	Thrasher	Reach out to Al Veck to discuss interest in the potential course. Complete. Received course proposal.

APPENDIX D – DRAFT 2018-19 MBOs

Professional Development Committee

MBOs for Society Year 2018-19

Chair: Charlie Henck Date: June 26, 2018

Objective	SP	Completed by	Fiscal Impact	Responsible Party	Comment/Status
1. Develop a 5-year plan on developing young engineer training products that can reach a wider audience than just our design class	1C	June 2019	None	Planning Subcommittee	In progress. Planning adhoc (King, Smith, Vallort).
2. Develop topics and RFPs for an additional (3) practical applications courses to 'fill the gaps' in our current offerings.	3D	Jan 2019	None	Planning Subcommittee	
3. Review all SDLs and issue RFPs for the ones that need updating.		Jan 2019	None	Planning Committee	
4. Review all existing courses and sunset those that have not been used in 5 years		Jan 2019	None	Operations Subcommittee	
5. Establish guidelines for liaison		Jan 2019	None	Operations Subcommittee	
6. Every course reviewed by PDC Liaison prior to presentation– Quality check		Jan 2019	None	Operations Subcommittee	
7. Improve marketing of courses/branding. Work with ASHRAE marketing for improvement		Jan 2019	TBD	Planning Subcommittee	
Additional Recommendations for Strategic Planning: None at this time.					

ASHRAE Strategic Plan 2014 Initiatives addressed by Objective